

JOB DESCRIPTION

City of Kerrville, Texas

Effective Date: October 2014

Position Title:

HR Control #: 165-H01

LIBRARY CLERK

165-H02

165-H03

Department	Library	Pay Grade or Step	13
Division	Circulation Services	FLSA Classification	Nonexempt
Immediate Supervisor	Assistant Library Director	Employment Status	Regular Full-time

Job Summary:

Assist library patrons with library materials, check materials in and out, order materials for patrons and keep materials orderly in the library. May be required to assist in working with Friends of the Library membership, scheduling meeting room, processing memorial donations, and ordering supplies for the library.

Disclaimer: *The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*

Principle Duties and Responsibilities:

This information is intended to be descriptive of the principle duties and responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

1. Assist patrons by checking books in and out, orders materials from other sources, assigns library cards, collects fees, maintains accounts and provides information as needed. Assist in processing memorial donations and in coordinating booking of the Library meeting room. Assist in maintaining supply inventory and ordering supplies for the library.
2. Maintain library materials by checking in returned items, sort items on book carts and shelves, re-shelve items and clean materials.
3. Assist in the interlibrary loan department by ordering, receiving and returning materials for patrons. Maintain files.
4. Assist in compiling, printing, sorting, and distributing notices to patrons with overdue, lost or damaged library items.
5. Assist in maintaining records of periodicals received, not received, or missing from the collection. Assist in withdrawing deleted periodicals.
6. Assist in collecting and compiling statistics for circulation division reports by entering data in spreadsheets. Assist in creating and maintaining necessary databases for Friends of the Library.
7. Conduct opening and closing procedures, and perform overdue searches.
8. Perform other duties as may be assigned.

Required Knowledge, Skills and Abilities:

- Knowledge of library procedures.
- Skill in basic arithmetic, alphabet and spelling.
- Proficiency in using computers and programs, including Microsoft Word and Excel.
- Ability to establish and maintain good working relationships with co-workers, supervisors and the general public.
- Ability to provide direction to helpers, assistants, seasonal employees, interns or temporary employees.

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- Ability to communicate clearly and effectively, both verbally and in writing.
- Ability to accurately sort and file alphabetically and numerically.
- Ability to understand and follow verbal and written instructions.
- Ability to maintain regular and predictable attendance.

Machines, Tools, Equipment and Work Aids:

- Computer and related software, fax, copier, printer, telephone, calculator, scanner, VCR, CD, DVD, electronic readers, postage meter
- Latex gloves

Education, Certification and Experience Required:

- Possession of a High School diploma or equivalent.
- Possession of a valid Texas Class C driver's license.
- One year related experience.

Physical and Environmental Conditions:

Frequently stands and performs data entry at terminals. Frequently communicates with staff and general public in person and on the telephone. Frequently walks and pushes/pulls book carts weighing up to 180 lbs. Frequently walks from one location to another in the library, including up and down stairs. Occasionally moves and unpacks boxes of library materials weighing up to 80 lbs. Frequently lifts, moves and carries library materials and mail weighing up to 25 lbs. Crouching, bending, squatting, kneeling and crawling are frequently involved in reaching for items on the floor or on lower shelving. Frequently uses step stools and step stairs to reach items on upper shelves. Frequently uses solvents and other chemicals. Constant exposure to book dust. Occasionally sits at computer to perform data entry.

Signature/Approval:

I hereby acknowledge review and understanding of this job description.

Printed Name of Employee

Signature of Employee

Date

Assistant Library Director

Job Title of Supervisor

Signature of Supervisor

Date

Director of the Library

Department Director

Signature of Director

Date